



The City of Seattle

## Landmarks Preservation Board

Mailing Address: PO Box 94649 Seattle WA 98124-4649  
Street Address: 700 5th Ave Suite 1700

### CERTIFICATE OF APPROVAL APPLICATION

*The following information must be provided in order for the application to be complete, unless the Board staff indicates in writing that specific information is not necessary for a particular application, or the applicant makes a written request to submit an application for a preliminary design approval as set forth on page four of this application, and the staff agrees to accept the application.*

Building/Property Name: \_\_\_\_\_

Building/Property Address: \_\_\_\_\_

Landmark District:  
(if applicable) \_\_\_\_\_

Applicant: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's Phone: \_\_\_\_\_

Property Owner's Name:  
(printed) \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_

**Note:** *If the applicant for this certificate is not the building/property owner the application **must** be signed by the building/property owner in the space indicated, above, or accompanied with a signed letter from the building/property owner designating the applicant as the owner's representative.*



2. Four (4) sets of scale drawings with all dimensions shown of:
  - a. A site plan of existing conditions, showing adjacent streets and buildings and a site plan showing proposed changes;
  - b. A floor plan showing the existing features and a floor plan showing the proposed new features or changes;
  - c. Elevations and sections of both the proposed new features and the existing features;
  - d. Construction details;
  - e. A landscape plan showing existing features and plantings, and another landscape plan showing proposed site features and plantings.
3. Photographs of any existing features that would be altered and photographs showing the context of those features such as the building facade where they are located. The photographs must clearly show these features; ***Polaroids, digital photos and/or color Xeroxes may not be accepted. Clear digital photos are accepted.***
4. One (1) sample of proposed colors, if the proposal includes new finishes or paint, and an elevation drawing or a photograph showing the location of proposed new finishes or paint.
5. If the proposal includes new signage, awnings, or exterior lighting:
  - a. Four (4) sets of scale drawings of proposed signage or awnings showing the overall dimensions, material, graphic designs, typeface, letter size and colors;
  - b. Four (4) sets of a plan, photograph, or elevation drawing showing the location of the proposed awning or sign;
  - c. Four (4) copies of details showing the proposed method of attaching the new awning, sign, or proposed exterior lighting;
  - d. One (1) sample of proposed sign colors or awning material and color;
  - e. The wattage and specifications of the proposed lighting, and a picture of the lighting fixture;
6. If the proposal includes demolition of a structure or object:
  - a. A statement of the reason(s) for demolition;
  - b. A description of the replacement structure or object.

7. If the proposal includes replacement, removal, or demolition of existing features, a survey of the existing conditions of the features being replaced, removed, or demolished.

### **Determination of Completeness**

The staff shall determine whether an application is complete and shall notify the applicant in writing within twenty-eight (28) days of the application being filed whether the application is complete or that the application is incomplete and what additional information is required before the application will be complete. Within fourteen (14) days of receiving the additional information, the staff shall notify the applicant in writing whether the application is now complete or what additional information is necessary. An application shall be deemed to be complete if the staff does not notify the applicant in writing by the deadlines in this section that the application is incomplete. A determination that the application is complete is not a determination that the application is vested.

The determination of completeness does not preclude the staff or the Board from requiring additional information during the review process if more information is needed to evaluate the application according to the standards in SMC 25.12 and in any rules adopted by the Board, or if the proposed work changes.

### **Preliminary Design**

An applicant may make a written request to submit an application for a Certificate of Approval for a preliminary design if the applicant waives in writing the deadline for a Board decision on the final design and any deadlines for decision on related permit application under review by the Department of Construction and Land Use. ***A written waiver must be included with this application.*** The staff may reject the request if it appears that approval of a preliminary design would not be an efficient use of staff or Board time and resources, or would not further the goals and objectives of SMC 25.12. To be complete, an application for preliminary design must include the information listed above on page one of this application and in Section 1. Description, Section 2a.- 2c., Section 3, and Section 6. *A Certificate of Approval that is granted for a preliminary design shall be conditioned upon subsequent submittal and Board approval of the final design, including all of the information listed above in subsection B, prior to issuance of permits for work affecting the landmark.*